

# ZIMBA TOWN COUNCIL

## MINUTES OF FINANCE, HUMAN RESOURCE AND GENERAL PURPOSE COMMITTEE MEETING HELD IN THE COUNCIL CHAMBER, CIVIC CENTRE, ZIMBA ON TUESDAY 3<sup>RD</sup> DECEMBER, 2024 AT 09:00 HOURS.

### PRESENT:

Councillors:	Edgar Meleki	Committee Chairperson
	Maunga Douglas	
	Anne Mutunda	
	Seemani Ivan	
	Tobias Kenabanyama	Vice Council Chairperson (Ex-Officio)

### ABSENT WITH APOLOGY

Chigora Loveness	Council Chairperson (Ex-Officio)
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### IN ATTENDANCE

Collins Simoonga	Council Secretary
Luzendi S. Kawangu	Director Finance
Dr. Milimo Kayawa	District Health Director
Annety Hamachili	Director Planning
Swana J. Wachama	Director Engineering
Nosiku Chibutu	Chief Human Resource Officer
George Pupwe	Chief Accountant
Rabecca Tembo	Water and Sanitation Engineer
Mainza Maambo	Social Economic Planner
Sarah C. Hanyama	Social Economic Planner
Arabel Mwanza	Senior Procurement Officer
Marian Chiposa	Accountant
Chimuka Siatembo	Internal Auditor
Muuka Mapuwo	Assistant Commercial Manager
Livia Sikaale	Assistant Committee Clerk ( <i>Recorder</i> )

### PRAYER

The meeting was opened in a word of prayer by Director Engineering Mr. Swana J. Wachama.

### NOTICE OF MEETING

The notice convening the meeting was read and the meeting called to order at 09:25 hours.

### **FHR\$GP/763/12/24 2025 MEDIUM TERM EXPENDITURE FRAMEWORK BUDGET**

The Director of Finance presented Zimba Town Council's Proposed Revenue and Expenditure Budget Estimates for the year 2025 as well as the 2025 – 2027 Medium Term Expenditure Framework (MTEF) as follows;

#### **1.0 EXPLANATORY NOTES ON THE PROPOSED REVENUE AND EXPENDITURE ESTIMATES FOR THE YEAR 2025 ANNUAL BUDGET**

It was stated that the recurrent and capital estimates of revenue and expenditure for the financial year 2025 and the 2025 – 2027 Medium Term Expenditure Framework (MTEF) had been prepared in conformity with Budget Guidelines from the Ministry of Local Government and Rural Development (MLGRD)

which were formulated based on the guiding principles drawn from the 2023-2025 National Budget Call Circular.

It was further stated that the Guidelines were informed by the provisions of the **Local Government Act No. 2 of 2019**, the **Planning and Budgeting Act No. 1 of 2020** and other Government policies and policy pronouncements.

**Zimba Town Council** had taken into consideration Government's emphasis on the need for the budget to facilitate the implementation of programmes that would unlock social economic development locally in line with the Government's social and economic transformation agenda. The budget had therefore been aligned to the overall Government economic policy of stimulating economic growth locally by implementing measures that would enhance domestic revenue mobilisation and management of debt to promote local investment, livelihood enhancement and delivery of municipal services. This goal is underpinned by the four strategic development areas outlined in the Eighth National Development Plan (8NDP), namely:

- a) Economic Transformation and job creation;
- b) Human and Social Development;
- c) Environmental Sustainability; and
- d) Good Governance Environment.

The 2025 Budget estimate had taken into account salient issues which included leveraging on ICT for enhanced service delivery, promoting human development by actualizing Government's vision for improved livelihood through the CDF, and enhanced water supply and sanitation which should result in improved hygiene in public places. Further, the budget was informed by key presidential policy pronouncements which provided for the provision of infrastructure and requisites for enhanced education, health and public service through the CDF.

The preparation for the issuing financial year's budget considered setting realistic performance targets both in revenue collection and service provision in the district. Zimba Town Council had also aligned its budget to Governments strategy of achieving the following macro-economic objectives during the **2025-2027 MTEF**.

- a. Attain an average annual GDP growth rate of at least 4.4 percent by 2025;
- b. Reduce and sustain inflation to single digit;
- c. Maintain reserves at above three (3) months import cover;
- d. Increase domestic revenue and grants to 22.8 percent of GDP by 2025;
- e. Significantly dismantle domestic arrears and curtail accumulation;
- f. Restructure the debt stock and reduce the pace of debt accumulation and ensure sustainability;
- g. Accelerate the diversification of the economy and
- h. Safeguard financing for the social protection programmes.

The budgeting process drew beneficial inputs from the principal officer, the Council's Integrated Development Plan (IDP), the community stakeholders, budget holders, the devolved Ministries and the General Council workforce. The participant's views formed a strong basis for the formulation of the budget

where Council's priority setting was matched with what would be the available resources.

The integrated chart of accounts which provides the framework to classify, aggregate financial transactions, to assist in planning (budgeting), resource allocation, management control, accounting and statistical evaluation had been used. This chart would enable the council programme and layout the activities in the MTEF budget for easy implementation riveting us to only capture realistic and attainable values.

## 2.0 BUDGET PERFORMANCE FOR THE PERIOD 1<sup>ST</sup> JANUARY TO 30<sup>TH</sup> SEPTEMBER, 2024

Members were informed that the approved revenue estimates for the year 2024 and the performance in terms of revenue as at 30<sup>th</sup> September 2024 was as follows;

### 2.1 REVENUE - 2024

The approved Revenue Estimates for the year 2024 was **K60,357,855.31** being **K5,105,733.51** from local resources and **K55,252,121.80** from GRZ Grants and the apportioned budget for Nine Months amounting to **K45,268,391.48**, which was compared with the actual collections amounted to **K28,221,512.14** collected up to September 2024, this figure included Government disbursement of **K26,380,083.29** representing **36.07%** for Locally Generated Revenue, **36.79%** for National Support and overall collection efficiency of **47.74%**.

The tabulation below showed individual categories of income sources as per approved budget, actual collections and the performance of the actual figures against the budget.

### REVENUE PERFORMANCE FOR THE YEAR 1<sup>ST</sup> JANUARY TO 30<sup>TH</sup> SEPTEMBER 2024

NO	REVENUE	BUDGET	COLLECTED	%
151	Local Taxes	671,321.51	144,139.51	21.47
152	Fees & Charges	1,223,570.00	669,455.50	54.71
153	Licences	94,560.00	63,913.00	67.59
154	Levies	757,042.00	459,780.00	60.73
155	Permits	421,740.00	170,169.00	40.35
156	Charges	1,612,500.00	178,615.00	11.08
157	Other income	325,000.00	155,356.84	47.80
	<b>Total Local Revenue</b>	<b>5,105,733.51</b>	<b>1,841,428.85</b>	<b>36.07</b>
158	National Support	55,252,121.80	26,380,083.29	47.74
	<b>Total National Support</b>	<b>55,252,121.80</b>	<b>26,380,083.29</b>	<b>47.74</b>
	<b>Grand Total</b>	<b>60,357,855.31</b>	<b>28,221,512.14</b>	<b>46.76</b>

### PROJECTED REVENUE BUDGET PERFORMANCE FOR 2024

The projection was that Council would collect **K22,852,808.04** of the approved budgeted amount. However, **K28,221,083.14** was collected representing **123.49%** against projection. The basis for the above projection performance for the year 2024 by 31<sup>st</sup> December 2024 was based on;

1. Task force on revenue to enforce development control so as to raise revenue in both building inspection, plan scrutiny.
2. Random spot checks on check points
3. Having meeting / Sensitising Zimba residents resisting to pay council levies.
4. Distribution of rate bills and demand notices for business permits.
5. Community engagement shall continue as it has been proposed to be effective. Expecting engagements with community representatives.

## 2.2 EXPENDITURE – 2024

It was brought to the attention of the committee that the total Approved Expenditure for the year 2024 was **60,357,885** and the projected expenditure for the year was **K22,852,808** which was compared with the actual expenditure for the year under review amounting to **K27,535,578** representing a performance in expenditure of **120.49%** as tabulated below.

### EXPENDITURE PERFORMANCE FOR THE YEAR 1<sup>ST</sup> JANUARY TO 30<sup>TH</sup> SEPTEMBER 2024

NO	JE	BUDGET	SPENT TO SEPT, 2024	%
211	Personal Emoluments	11,700,961	7,334,557	67.05
221	Use of Goods and Services	286,106	91,876	32.11
222	Building, Repair and Maintenance Costs	221,800	88,901	40.08
223	Plant, Machinery, Vehicle Running and Maintenance Costs	779,600	598,626	76.79
224	Other Administrative Operating Costs	1,549,882	870,222	56.15
225	Requisites	132,301	70,397	53.21
226	Services	7,480,620	1,472,455	19.68
227	Travelling Expenses	1,130,000	844,357	74.72
2281	Short term training and staff development (less than six months)	108,000	10792	9.99
2285	Registration and Subscriptions (Professional bodies)	60,000	21,000	35.00
	Legal fees	20,000	1,750	8.75
311	Fixed Assets	36,600,586	16,076,120	43.92
411	Current Liabilities (Payable within one year)	288,000	54,526	18.93
	<b>Total</b>	<b>60,357,885</b>	<b>27,535,578</b>	<b>45.62</b>

## 3.0 ACHIEVEMENTS

It was brought to the attention of the committee that the Council had managed to achieved the following;

- Procured and received a motor grader.
- Constructed a 1X3 classroom block at Munachoonga.
- Drilled and was equipping boreholes at Munenge and Sialumba
- Procured and distributed desks for schools in various wards.

- Installed solar power system at Siamono Primary School.
- Constructed a mother's shelter at Luyaba Clinic.
- Drilled boreholes at Tumango Community School.
- Constructed a 1X3 classroom block at Mukamba Community School.
- Constructed a 1X3 classroom block at Sianjina School.
- Is constructing a Rural Health Centre at Kamukeza.
- Is constructing a Maternity Annex at Nakowa Clinic.
- Drilled a bore hole at Zimba High School under Disaster Component.
- Started procurement of bore holes under climate resilience.
- Received funding from the World Bank for the construction of a skills training centre.
- Constructed checkpoints at Sikalaye, Mapatizya and Njabalombe.
- Undertaken rehabilitation works at Trekkers Guest House.
- Procured a TLB, Tipper truck and Roller compactor.
- was constructing two staff houses at Mulamfu and one staff house at Sikalaye.
- Paid 2024 loans and grants beneficiaries and paid learning institutions for both Secondary schools and Skills bursaries.
- Procured office computers.
- Graded some township roads.

#### **4.0 CHALLENGES FACED BY THE COUNCIL**

It was also reported that the Council had faced the following challenges;

- Inadequate resource base to actualize the planned activities.
- Increased wage bill.
- Inadequate transport.
- Breakdowns of road equipment (grader).
- Land disputes by settlers at Zimba Township has halted development including land administration.
- Some wards are inaccessible due to bad roads especially during rainy season.
- Inadequate local government equalization fund (LGEF) resulting in increasing indebtedness on the statutory obligation.
- The Council was not yet a rating authority.

#### **5.0 MITIGATION MEASURES TAKEN BY THE COUNCIL**

It was further reported that the Council had taken the following mitigating measures;

- Formation of Revenue Task Force (for conducting sensitization and development control),
- Training of revenue collectors and agents in revenue mobilisation,
- Engagement of Ward Development Fund (WDCs) in revenue collection,
- Construction of revenue check points,
- Vehicle licensing grant for grading of township roads and
- Constant monitoring of CDF programmes to mitigate the diversion from initial CDF projects without informing the Council.

**6.0 NOTES TO THE PROPOSED REVENUE, EXPENDITURE AND CAPITAL ESTIMATES FOR THE YEAR 2025**

It was reported that the year 2025 Recurrent Revenue, Expenditure and Capital Estimates had been prepared in accordance with the **Local Government Act of 2019** supplemented by the Budget Guidelines issued in October, 2024.

**6.1 PROPOSED REVENUE ESTIMATES – 2025**

It was stated that the proposed revenue for the year 2025 was **Eighty-Six Million Eight Hundred and Sixty-Eight Thousand Three Hundred and Ninety-One Kwacha only (K86,868,391)** as tabulated below. It was noted that the proposed revenue for the year 2025 had increased by **K26,510,536** representing **30.52%**, the increase in estimated revenue had been attributed to the anticipated collection of fees and charges, levies land charges as well as increased Government grants.

**APPROVED 2024 BUDGET AND PROPOSED REVENUE ESTIMATES FOR 2025**

<b>NO</b>	<b>REVENUE</b>	<b>AMOUNT 2024</b>	<b>AMOUNT 2025</b>	<b>% INCR/DECR</b>
1	Local Taxes	671,321.51	475,983	-41.04
2	Fees & Charges	1,223,570.00	1,547,285	20.92
3	Licenses	94560.00	124,000	23.74
4	Levies	757,042.00	924,776	18.14
5	Permits	421,740.00	333,350	-26.52
6	Charges	1,612,500.00	2,858,000	43.58
7	Other income	325,000.00	125,000	-160
	<b>Total Local Revenue</b>	<b>5,105,733.51</b>	<b>6,388,394</b>	<b>20.08</b>
8	National and Donor Support	55,252,121.80	80,479,997	31.35
	<b>Total National and Donor Support</b>	<b>55,252,121.80</b>	<b>80,479,997</b>	<b>31.35</b>
	<b>Total</b>	<b>60,357,855.10</b>	<b>86,868,391</b>	<b>30.52</b>

**PROPOSED REVENUE ESTIMATES FOR 2025**

<b>NO</b>	<b>REVENUE</b>	<b>AMOUNT</b>	<b>%</b>
1	Local Taxes	475,983	0.55
2	Fees & Charges	1,547,285	1.78
3	Licences	124,000	0.14
4	Levies	924,776	0.06
5	Permits	333,350	0.38
6	Charges	2,858,000	3.29
7	Other income	125,000	0.14

	<b>Total Local Revenue</b>	<b>6,388,394</b>	<b>7.35</b>
8	National and Donor Support	<b>80,479,997</b>	92.65
	<b>Total National and Donor Support</b>	<b>80,479,997</b>	<b>92.65</b>
	<b>Grand Total</b>	<b>86,868,391</b>	<b>100</b>

It was further reported that revenue would be generated from both local and external resources such as grants from central government and support from cooperating partners.

### 1.1 SUPPORT

Zimba Town Council was being supported by Care International and Environmental Africa to provide water and sanitation services to the rural community of Zimba. It was hoped that the 2025 funding levels would be maintained. The activities funded were as follows;

- boreholes
- VIP latrines

### 6.2 PROPOSED EXPENDITURE ESTIMATES -2025

Members were informed that the proposed expenditure for the year 2025 amounts to **Eighty-Six Million Eight Hundred and Sixty-Eight Thousand Three Hundred and Ninety-One Kwacha only (K86,868,391)** as tabulated below. The estimated expenditure was equal to the total anticipated revenue of **K86,868,391** implying that the budget was balanced.

<b>PROPOSED EXPENDITURE ESTIMATES- 2025</b>			
<b>NO</b>	<b>EXPENDITURE</b>	<b>AMOUNT</b>	<b>%</b>
1	Personal Emoluments	13,448,083	15.48
2	Provision of Goods and Services	11,968,428	13.78
3	Grants and Other Payments (Transfers)	2,491,290	2.87
4	Subsidies to Non- Financial Enterprises	6,228,226	7.17
5	Non-Financial Assets	31,355,862	36.10
6	Financial Assets	21,088,502	24.28
7	Current Liabilities (Payable within one year)	288,000.00	0.33
	<b>Total</b>	<b>86,868,391</b>	<b>100</b>

**Zimba Town Council** implements the Medium-Term Expenditure framework/Output Based Budget (**MTEF/OBB**) which involved preparing budgets for a period of three (3) years. The Output Based Budgeting (OBB) provided a platform for innovation and enables local authorities to be effective in-service provision by optimising performance and allocating resources to programmes with the most impact.

Zimba Town Council migrated from the Activity Based Budgeting (ABB) to the Output Based Budgeting (OBB) in 2022. The proposed budgets were

prepared in OBB format. The budget allocation by programme for the year 2025 as per OBB format was as follows

**BUDGETING FOR SERVICE PROVISION FOR YEAR 2025**

<b>No.</b>	<b>Expenditure</b>	<b>Amount ZMK</b>
1	Constituency Development	36,058,151
2	Local Governance	1,487,849
3	Integrated Development Planning	1,679,289
4	Economic and Business Development	502,893
5	Public Health and Environmental Protection	430,639
6	Housing and Community Amenities	11,476,458
7	Recreation, Culture and Religion	375,767
8	Education and Skills Development	39,581
9	Public Order and Safety	1,310,662
10	Management and Support Services	7,656,506
11	Resource Mobilisation and Management	1,429,674
12	District Health Services	1,960,219
13	Transport Services	3,200,587
14	Agricultural Services	534,034
15	Fisheries and Livestock	490,6112
16	Social Protection and Community Development	18,235,469
	<b>Grand Total</b>	<b>K86,868,391</b>

**8.1 PROPOSED CAPITAL EXPENDITURE – 2025**

The proposed Capital Expenditure for the year 2025 was **K30,437,118.07**. The details of all Capital Projects were as tabulated below.

<b>S/N</b>	<b>2025 PROPOSED CAPITAL PROJECTS</b>	<b>AMOUNT</b>	<b>SOURCE</b>
1	Construction of checkpoints	45,000.00	Own source Revenue
2	Procurement of motor bike for revenue collection	100,000.00	Own source Revenue
3	Construction of car park at the Civic Centre	70,000.00	Own source Revenue
4	Construction and Rehabilitation of Council Commercial Ventures (Trekks and Truckyard)	450,000.00	Own source Revenue
5	Construction of bus station	8,340,000.00	World Bank
6	Procurement of Solar Panels and Batteries	180,000.00	Own source Revenue
7	Extension of New Offices and Completion of Wall Fence at Civic Centre	301,030.55	Own source Revenue
8	Transport Services	3,200,586.89	Roads Grant GRZ
9	CDF Projects	17,750,500.63	CDF
10	Grading of Roads Under CDF	3,278,013.69	CDF
	<b>TOTAL</b>	<b>30,437,118.07</b>	

After a lengthy deliberation on the matter and on a proposal by Councillor Anne Mutunda duly seconded by Councillor Ivan Seemani it was;

**RECOMMENDED That;**

The proposed expenditure estimates for 2025 amounting to K86,868,391 be approved.

**FHR\$GP/764/12/24 ADJUSTMENT OF MEDIUM-TERM EXPENDITURE BUDGET FOR 2024 AND VARIATION OF THE BUDGET**

It was brought to the attention of the committee that according to public finance management act no.1 of 2018, section 39 and public finance management (general) regulations 2020 regulation no.27 and 31, a Local Authority shall set annual revenue estimates for each revenue generating unit under its charge.

The head of the revenue generating unit shall, in conjunction with the head of accounting unit, when the set estimate of revenue is not attained, within thirty (30) days of establishing the under collection, inform the finance committee of the local authority, the reasons for the under collection. The Local Authority shall, when there is under collection in revenue, review and restrict the expenditure of that revenue generating unit to match the available resources.

When additional expenditure on one item can be met from savings on another item within the appropriation, funds may be varied.

The Committee were informed that the approved 2024 budget for local taxes included an amount of **K490,000.00** which Zimba Town Council was not able to collect. It was further reported that an amounts of **K484,050.00** included in the budget for fees and charges, **K12,000.00** included in the budget for licenses, **K252,700.00** included in the budget for levies were not collectable. Management was also not able to collect a sum of **K203,500.00** and **K1,360,000.00** as permits and service charges respectively.

The above highlighted factors had impacted negatively on Council's fiscal performance and that the collection efficiency by the year-end shall be greatly affected.

Members were further notified that Council budgeted to receive **K3,720,000.00** as Devolution Support Grant from World Bank for construction of a skills training centre. However, Council had to reduce the budget by **K1,025,263.16** following the release of only **K2,694,736.84** to Zimba Town Council. The approved 2024 budget should also be adjusted upward in line with a budget of **K17,351,566.00** for the year 2024 in respect of cash for work programmes.

In view of the above, management sought approval for an upward adjustment of **K13,602,452.84** on both the revenue and expenditure of the 2024 Approved Budget. This shall result in an increase of the 2024 Budget from **K60,357,855.31** to **K73,960,308.15**

Management was further requesting to transfer funds from within the expenditure votes which still had enough allocations of funds to meet expenditure needs of other votes.

After a lengthy deliberation on the matter and on a proposal by Councillor Douglas Maunga duly seconded by Councillor Anne Mutunda, it was;

**RECOMMENDED That;**

The upward adjustment of **K13,602,452.84** from **K60,357,855.31** to **K73,960,308.15** on both the revenue and expenditure for the 2024 budget be approved

**FHR\$GP/765/12/24 PRESENTATION OF AUDITED FINANCIAL STATEMENT FOR ZIMBA TOWN COUNCIL FOR THE PERIOD ENDING 31<sup>ST</sup> DECEMBER, 2023**

It was brought to the attention of the Committee that the Financial Statements (FSs) for **Zimba Town Council** for the period ending 31<sup>st</sup> December, 2023 were audited by the Office of the Auditor General (OAG) and an unqualified opinion report was issued on 22<sup>nd</sup> October, 2024. The financial results were as follows:

	<b>2023</b>	<b>2022</b>
	Kwacha	Kwacha
Cash Receipts	40,506,418	35,484,802
Payments	<u>38,047,944</u>	<u>18,248,569</u>
<b>Increase/Decrease in Cash and Cash</b>		
<b>Equivalents</b>	<b><u>2,458,474</u></b>	<b><u>14,236,233</u></b>

Therefore, the audited Financial Statements **for Zimba Town Council** for the period ending 31<sup>st</sup> December, 2023 was presented to the Committee.

See details of the 2023 Financial Statements as per attached *Appendix III*.

After a lengthy deliberation on the matter and on a proposal by Councillor Anne Mutunda duly seconded by Councillor Ivan Seemani it was;

**RECOMMENDED That**

The presented audited Financial Statements **for Zimba Town Council** for the period ending 31<sup>st</sup> December, 2023 be approved

**FHR\$GP/766/12/24 CHANGE OF BANK ACCOUNT SIGNATORIES**

Members were notified that Mr. Maimbolwa Sianga, Director of Human Resource and Administration had ceased to be a signatory to Council bank accounts following his transfer to Chisamba Town Council.

In view of the above, management requested for approval of the Committee to replace him as bank signatory with Ms. Annety Hamachili, the Director of Planning.

After a lengthy deliberation on the matter and on a proposal by Councillor Anne Mutunda duly seconded by Councillor Douglas Maunga, it was;

**RECOMMENDED That**

Management's request to replace Mr. Maimbolwa Sianga, former Director of Human Resource and Administration with Ms. Annety Hamachili Director Planning as bank signatory for Council Accounts be approved.

**FHR\$GP/767/12/24 STAFF TRANSFER IN AND OUT**

The Director Human Resource and Administration reported for the information of the Committee that the Local Government Service Commission transferred officers to and from Zimba Town Council as tabulated in the tables below.

**TRANSFER IN: -**

S/N	NAME	POSITION	FROM	DATE REPORTED
1	Tabo Sitali	Acting Senior Health Inspector	Pemba Town Council	27 <sup>th</sup> November, 2024
2	Marvis Tembo	Typist	Chavuma Town Council	28 <sup>th</sup> November, 2024
3	Mwiche Kayula	Acting Senior Human Resource	Ndola City Council	2 <sup>nd</sup> December, 2024

**TRANSFERS OUT**

S/N	NAME	POSITION	TO
1	Kasamba Kayoba	District AIDS Coordinating Advisor	Chisamba Town Council - regraded AS Human Resource Officer
2	Maimbolwa Sianga	Director Human Resource and Administration	Chisamba Town Council – same capacity
3	Modester Bwalya	Typist	Mbala Municipal Council – same capacity

The report was **NOTED**

**FHR\$GP/768/12/24 STRENGTHENING RECORDS MANAGEMENT, DIGITALIZATION OF RECORDS FOR SOUTHERN LUAPULA AND NORTHERN (STAGE 1) COPPERBELT, NORTH WESTERN, WESTERN AND LUSAKA (STAGE 2) WITH THE SUPPORT OF LOCAL IMPACT USAID**

It was brought to the attention of the Committee that the Local Government Service Commission held a workshop on the digitalization of records (LGMIS) at Chalimbana Local Government Training Institute from 25<sup>th</sup> November, 2024 to 29<sup>th</sup> November, 2024.

Members were informed that the training was successful and Zimba Town Council managed to employ fifty-one (51) staff members in the LGMIS and twenty-four (24) positions were not employed because other positions were abolished, did not have prerequisite qualifications, excess staff and others were not in the new structure. Below was the list.

<b>N0</b>	<b>NAME</b>	<b>NRC</b>	<b>QUALIFICATIONS</b>	<b>CURRENT POST</b>	<b>PROPOSED POST</b>	<b>CHALLENGES</b>
1	Jane Chikalipa	139855/63/1	Grade 12 certificate. Diploma in Human Resource, Diploma in Social Work	Community Development (LGSS/08)	Community Development (LGSS/08)	Do not have the requisite qualification
2	Clement Mulako	300009/76/1	Grade 12 (LGSS/18)	Revenue Collector (LGSS/18)	Revenue Collector	The new establishment only allows three (3) officers
3	Precious Mudenda	263561/76/1	Grade 12 (LGSS/18)	Revenue Collector (LGSS/18)	Revenue Collector	The new establishment only allows three (3) officers
4	Ethel Kasolo	115249/18/1	Grade 12 Certificate, Certificate in Finance and Accounting, Diploma in Accountancy Level I	Accountancy Assistant (LGSS/13)	Accountancy Assistant (LGSS/13)	Position was abolished in the new structure
5	Esther Mukandi	124402/10/1	Grade 12 Certificate, Pre-school teaching certificate, certificate in public relations, certificate in Computers	Clerical Officer (LGSS/18)	Revenue Collector (LGSS/18)	Position abolished
6	Annety Kalyangile	251233/71/1	Grade 12 Certificate, certificate in Computer, Degree in Public Administration	Registry Supervisor (LGSS/14)	Registry Supervisor	Position is currently occupied by two officers. One is leave pending retirement
7	Boston Mwaamvwa	258065/76/1	Grade 12 Certificate, Diploma in Purchase and supply management	Revenue Collector (LGSS/18)	Revenue Collector	Position can only hold three officers in the new structure.
8	Pumulo Ngenda	266340/71/1	Grade 9 Certificate, Certificate in Grader Operator	Grader Operator	Grader Operator	Position is not appearing in the new structure
9	Bisesa Biemba	218136/84/1	Grade 12, Certificate, Certificate in Construction, Certificate in civil engineering and construction process	Assistant foreman (LGSS/17)	Assistant Foreman	Position is not appearing in the new structure

10	Desmond Chifuwe	142979/72/1	Grade 12 Certificate, Certificate Financial Management	Accounts Officer (LGSS/13)	Accounts Officer	Position was abolished
11	Ruth Ndopu	161733/71/1	Grade 12 certificate, Certificate in records keeping	Clerical Officer (LGSS/18)	Clerical Officer (LGSS/18)	Position abolished
12	Kelvin Hamusuku	328992/73/1	Grade 12, Certificate, Diploma in Accounting technician	Revenue Collector (LGSS/18)	Revenue (LGSS/18)	Position can only hold three officers in the new structure
13	Webster Mukpnka	244745/71/1	Grade 12 Certificate, Bachelor's degree in Business Administration, Certificate in ZICA technician Accounting	Senior Accountancy Assistant (LGSS/11)	Senior Accountancy Assistant (LGSS/11)	Position abolished
14	Valetine M. Chiposa	123199/77/1	Grade 12 Certificate	Revenue Collector (LGSS/18)	Revenue Collector (LGSS/18)	Position can only hold three officers in the new structure.
15	Falesi Mwenda	328809/76/1	Grade 12 certificate	Revenue Collector LGSS/18	Revenue Collector LGSS/18	Position can only hold three officers in the new structure
16	Abraham Chisala	106418/96/1	Grade 12 certificate	Revenue Collector LGSS/18	Revenue collector LGSS/18	Position can only hold three officers in the new structure
18	Haggai M. Kabanga	260247/82/1	Grade 12 certificate, Certificate in Prosecution, Certificate insecurity Management for Council Police	Inspector LGSS/14	Inspector LGSS/14	Position abolished in the new structure
19	Jackson Mbewe	111681/10/1	Grade 12 Certificate, Diploma in Social Work, Bachelor's degree in Developmental Studies	Community Development Officer (LGSS/07)	Community Development Officer (LGSS/07)	Position can only hold one officers in the new structure
20	Sande Wamaka Nathan	156227/18/1	Grade 12 Certificate, ZICA Technician, Bachelors of	Accounts Officer (LGSS/16)	Accounts Officer (LGSS/16)	Position was Abolished

			Education in Environmental Education			
21	Dombosha Siabajene	284689/71/1	Grade 12 Certificate	Revenue Collector (LGSS/18)	Revenue Collector (LGSS/18)	Position can only hold three officers in the new structure
22	Cornest Muwali	234236/72/1	Grade 12 Certificate	Revenue Collector (LGSS/18)	Revenue Collector (LGSS/18)	Position can only hold three officers in the new structure
23	Mike Sibanze	239001/72/1	Grade 12 Certificate	Revenue Collector (LGSS/18)	Revenue Collector (LGSS/18)	Position can only hold three officers in the new structure
24	Fredrick Mukobeka	140552/22/1	Grade 12 Certificate, Certificate in introductions to Computers	Clerical Officer (LGSS/18)	Clerical Officer (LGSS/18)	Position was Abolished

It was further reported that a report was generated after the training to the Local Government Service Commission on the way forward for the officers who were not employed on Local Government Management Information System (LDMIS)

The report was **NOTED**

**FHR\$GP/769/12/24 THE DAMAGED CDF PROCURED GRADER**

It was brought to the attention of the Committee that the CDF procured Grader was damaged in the process of working at the accident scene when there was a road traffic accident at Simwami area of Zimba District. It was reported that officers who were involved in authorization of the grader to go at the accident scene did not seek permission from the principal officer. It was stated that the grader was spotted along Zimba-Livingstone Road near Zimba Secondary School. The officers involved were as follows.

- |                     |  |
|---------------------|--|
| 1. Sianga Maimbolwa | Director Human Resource and Administration |
| 2. Vincent Mwaanga  | Chief Administration and Committee Officer |
| 3. Seminalo Munsaka | Divisional Fire Officer                    |
| 4. Pumulo Ngenda    | Grader Operator                            |
| 5. Rudo Manyika     | Woman Constable – Council Police           |

It was further reported that a disciplinary committee was constituted to allow the accused to be heard. The above-named officers were heard and the matter had been referred to the Human Resource Management Committee for approval and onward submission to the Local Government Service Commission.

The report was **NOTED**

There being no other business, the meeting was declared closed at 12:45 hours followed by a prayer from District Health Director Dr. Milimo Kayawa.

**CONFIRMED THIS.....DAY OF.....2024.**

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**EDGAR MELEKI**  
**COMMITTEE CHAIRPERSON**